



# Job Opportunity

## State Controller's Office

**Position:** Data Processing Manager II

Statewide

**Location:** Information Systems Division  
300 Capitol Mall, Suite 701, Sacramento, CA 95825

**Issue Date:** September 21, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Eva Adame, 916-323-6695

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA and surplus encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-340-1384-004  
Reference #07-029

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general direction of the Technical Services Bureau Chief, the incumbent directs the activities of information technology professionals engaged in technical support activities for the State Controller's Office and the Information Systems Division.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Direct the activities of multiple units, which provide technical support to the division and department program areas. Units include mainframe, PC workstation and help desk functions with an emphasis on mainframe hardware/software needs and customer service in response to technical issues.
- "Point of contact" and coordinator for the Controller's Office in areas specific to the mainframe technical environment to meet the requirements of external agencies including the Department of Finance (DOF), the Legislative Analyst's Office (LAO), Teale Data Center (TDC), and other organizations on topics relating to information technology.
- Backup and provide assistance to the LAN/PC Support Manager.
- Security coordinator for the organization pursuant to State Administrative Manual Section 4841.
- Provide project status to management and external control organizations.
- Manage major hardware/software acquisitions with the Teale Data Center.
- Provide formal input to the Department's IT Strategic, Tactical and Operational Plans.
- Responsible for the development of, and adherence to, division standards.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Information Systems Division

300 Capitol Mall, Suite 701

Sacramento, CA 95825

Attn: Eva Adame - Reference # 07-029 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD. 678.).